

# Shared Folders in Parallels Desktop

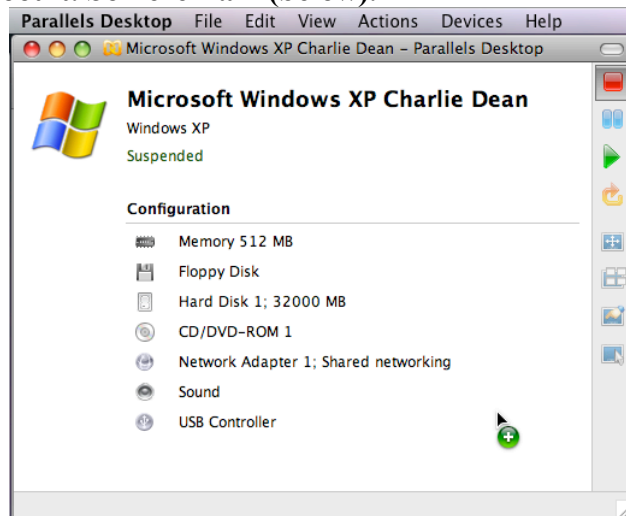
## Help for the Macintosh Users

1.

Create a folder in Mac OS X that will be the shared folder. I named mine “CJD SHARED FOLDER” and I have it inside my Macintosh HD.

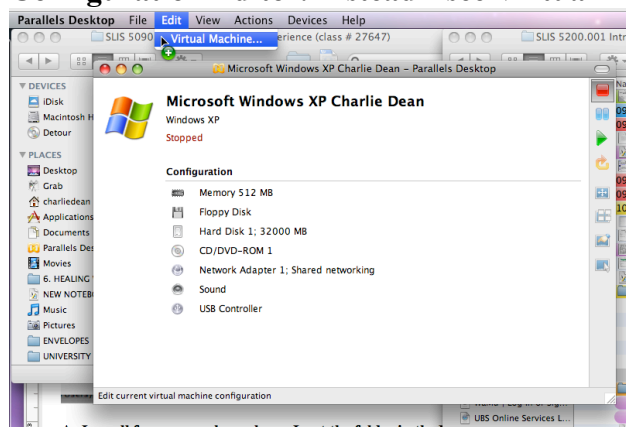
2.

If virtual machine is running, click the Power Off Virtual Machine button in the Parallels Desktop window. Since I have not been able to find this button, I simply quit the Virtual Machine and then reboot it. So here I am (below).



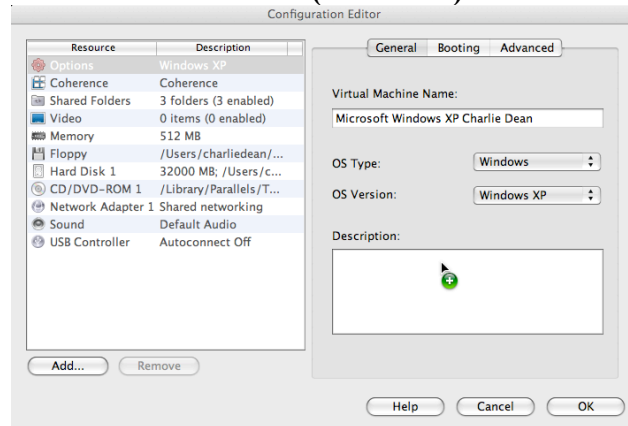
3.

Click the Edit button to open the Configuration Editor. As you can see (below), when I click Edit, I do not see Configuration Editor. Instead I see Virtual Machine...



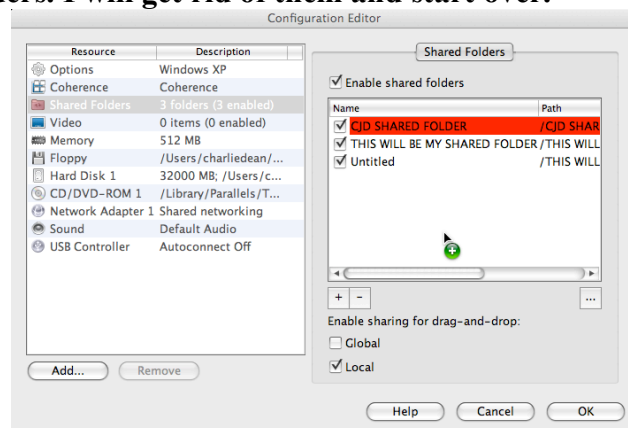
4.

When I release Virtual Machine this is what I see (below). As you can see (below) on the left side, Shared Folders indicates “3 folders (3 enabled).”



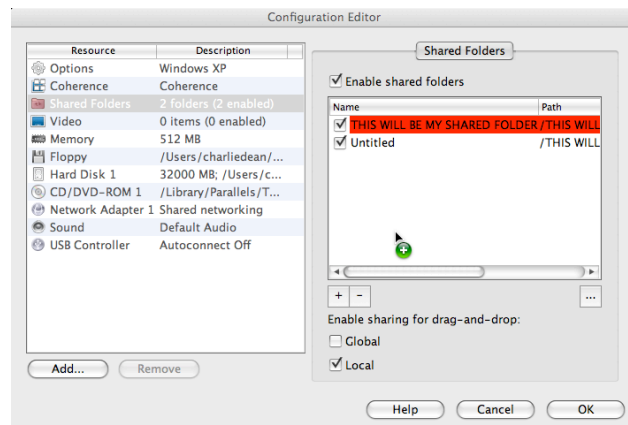
5.

I will click on Shared Folders (above) and this is what I see (below). You can see that I have three shared folders. I will get rid of them and start over.



6.

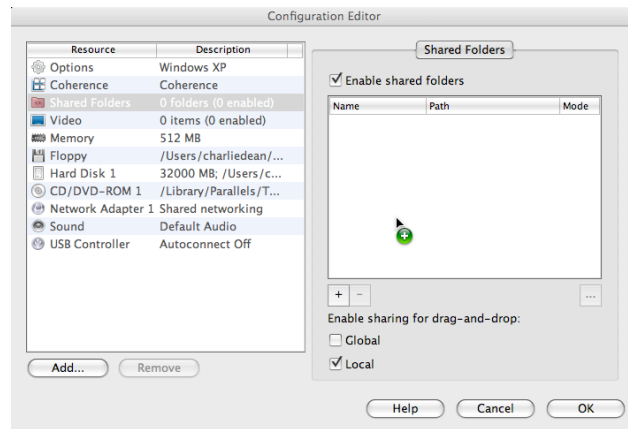
I will click the minus (-) button (above) and eliminate CJD SHARED FOLDER. See (below).





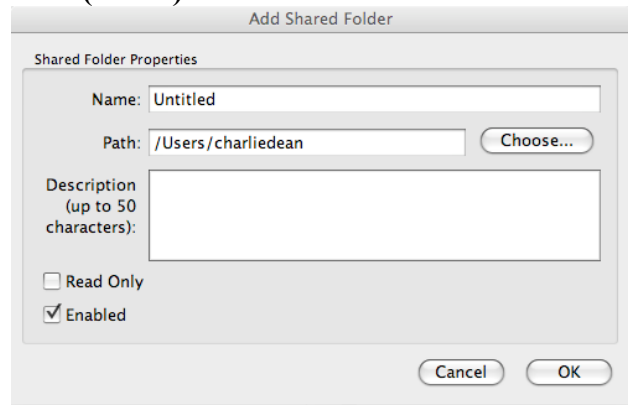
7.

I will follow the same procedure and get rid of the other two, **THIS WILL BE MY SHARED FOLDER** and **Untitled**. I will click the minus (-) sign twice (above). And here is the result (below).



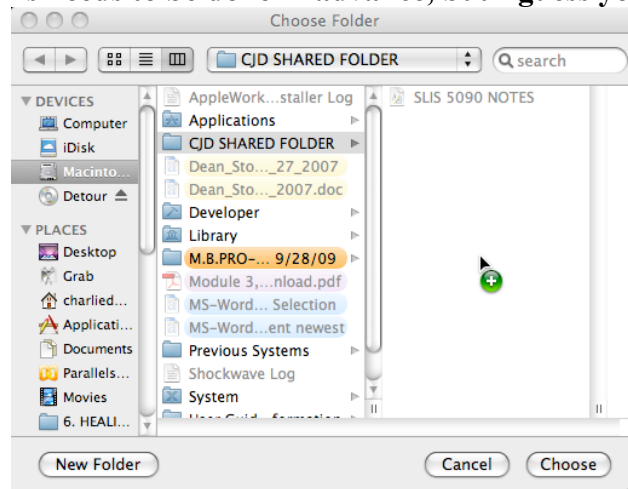
8.

Now I will click the plus (+) sign (above), just above “Enable.” And here is what I see (below). I will hit Choose... (below).



9.

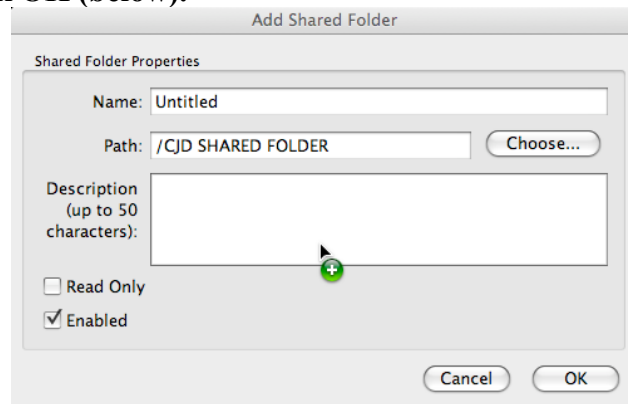
And here (below) is what I see. Notice that **CJD SHARED FOLDER** is there on the Macintosh HD. You can name your shared folder whatever you want and you can locate it wherever you want. This needs to be done in advance, but I guess you can do it now.



I can either double click **CJD SHARED FOLDER** or click **Choose** (above).

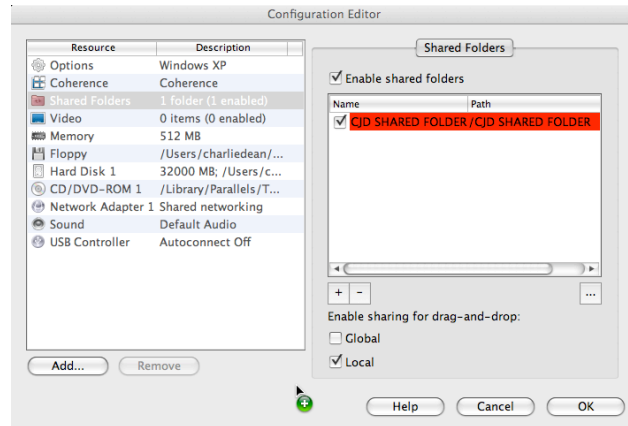
10.

And here is what I see (below). I will type **CJD SHARED FOLDER** inside the Name box (below) and I will click **OK** (below).



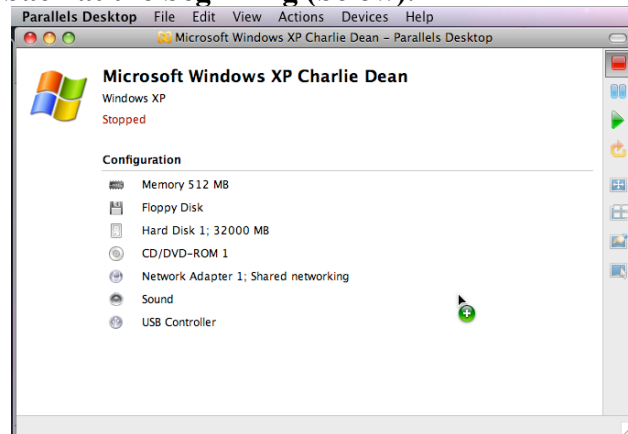
11.

And here I am (below) with my shared folder in the Shared Folders box. I will click OK (below).



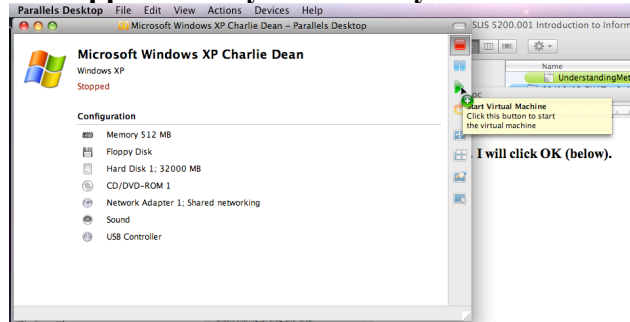
12.

And now I seem to be back at the beginning (below).



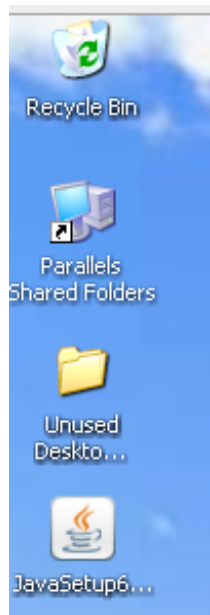
13.

**I will click on the Start Virtual Machine button (below). It will take a while for the Virtual Machine to boot up. In the upper left of your screen you see some icons after the boot up.**



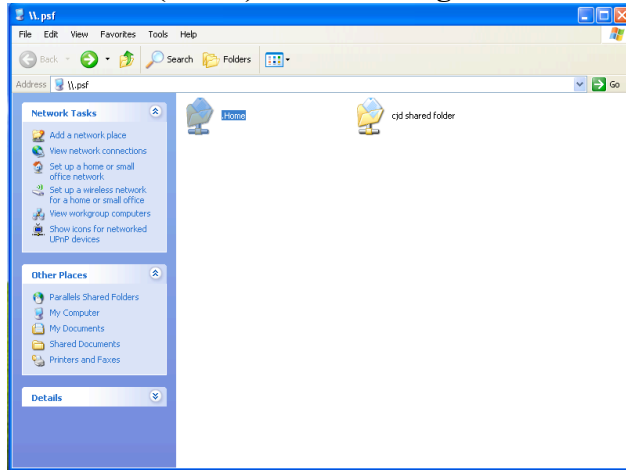
14.

**Here are the icons (below) that should be in the upper left you your screen. Click on Parallels Shared Folders (below).**



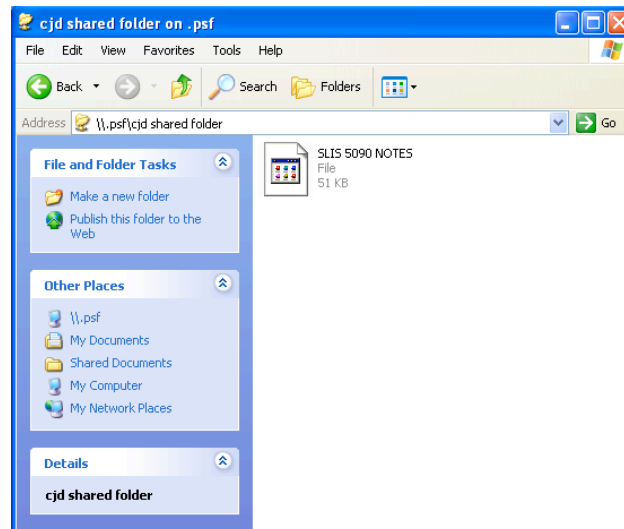
15.

This is what I see (below). I have enlarged the icon for “cjd shared folder” (below).



16.

I will click on “cjd shared folder” (above). (Below) You can see the contents of cjd shared folder. I had previously put that file inside the folder on the Mac side. Whatever you put in one shared folder is automatically in the other shared folder—on either the Mac side or PC side.



I hope this has been helpful to the Macintosh users.